

REQUEST FOR GROUP FUNDS OR REIMBURSEMENT

All requests for funds or reimbursement must be submitted to the group finance officer. Approval level for funds is as follows:

\$50 and below – Approved by group finance officer

\$51-\$99 – Approved by the group commander

\$100 and above – Approved by the Group Finance Committee

REQUESTER'S NAME						DATE	
ADDRESS							
CITY		STATE		ZIP		TELEPHONE	
REQUEST (Check One)	<input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> FUNDS					ESTIMATED COST	\$

ITEMIZED LIST OF ITEMS TO BE PURCHASED
(Reimbursable items should be approved before purchase)

RECEIPTS MUST BE SUBMITTED FOR ALL PURCHASES/REIMBURSEMENTS

SIGNATURE OF REQUESTER						
AMOUNT APPROVED	\$	DATE		CHECK NUMBER		
TYPED NAME, RANK, AND DUTY TITLE OF APPROVING OFFICIAL				SIGNATURE		